

~~CONFIDENTIAL~~
SECURITY INFORMATION

17 September 1953

MEMORANDUM FOR : WAGE & CLASSIFICATION DIVISION

25X1A9a

ATTENTION : Mr. [REDACTED]
SUBJECT : Reclassification of BW-183

1. It is requested that BW-183, presently classified as Administrative Assistant, GS-301-7, be reclassified to Administrative Assistant, GS-301-9.

25X1A

2. The activities of the office of the chief, [REDACTED] have developed in such a manner that it has become necessary to utilize an office manager in order to insure proper efficiency in operation.

3. These duties have been assigned to the senior administrative secretary of the [REDACTED]. The increase in grade requested for this position is dictated by the considerably increased responsibility assigned.

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Attachment : Position Description

JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 1 NO CHANGE
IN CLASS/✓DECLASS/ (CLASS CHANGED TO: TS S C RET. JUST. 22
NEXT REV DATE 89 REV DATE 18-5-79 NUMBER 235932 P# DOC. 02
NO. PGS 78 CREATION DATE - ONE CONF 040 32 ORG CLASS C
REV CLASS C REV COORD. - _____ AUTH: HR 70-3

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